



# State Human Resources Office

Arizona Department of Emergency & Military Affairs

## Employment Announcement - # MA-48638

<b>Title:</b>	Munitions Warehouse Disposal Supervisor	<b>Opening Date:</b>	August 10, 2009
<b>Class Code:</b>	AUN03882	<b>Closing Date:</b>	August 24, 2009
<b>Grade:</b>	18	<b>Position:</b>	<b>AMA001028AHN</b>
<b>Location:</b>	Bellemont, AZ – Camp Navajo	<b>Salary Range:</b>	31k to 53k*

### **Uncovered Federally Funded Position, NOT Subject to Arizona State Merit System Rules**

**THIS IS AN INTERNAL OPPORTUNITY.**

**Only current DEMA employees are eligible. Must be a current DEMA employee (State or Federal) to be considered.**

**DESCRIPTION OF DUTIES:** Properly supervise ammunition/explosive operations. Loading and unloading of trucks and rail cars and properly preparing for issuing of munitions to include repackaging for safe transportation. Munitions properly received via trucks and rail cars. Material stored in proper environment. Maximized use of storage space through reconfiguration of storage facilities. Improved serviceability of commodities as the result of major and minor maintenance. Properly prepared forms and documents. Supervise and ensure that all attached personnel are well trained. Supervise an efficient explosive safety program. Coordinate and assign personnel, within the crew, to accomplish assigned ammunition and explosive operations. Supervise work through both engineered and historical based methods and standards. Supervise all operations and ensure satisfactory completion of assignments. Rate assigned crew (training and work activities) in storage, shipping, re-warehousing, of military munitions and components; for safe operation of assigned equipment and tools. Individual is a participating, hand-on, supervisor.

**KNOWLEDGE, SKILLS & ABILITIES:** **Knowledge of:** Ammunition/explosive safety procedures; Operational procedures for Material Handling Equipment (MHE) and Ammunition Peculiar Equipment; Ammunition loading and storage procedures; Proper and accurate inventory procedures; Preparation format for reports and other documents; Ammunition/explosive functional trains. Minor maintenance procedures. **Skills In:** Effective written and verbal communication; Supervision and leadership; Operation of heavy equipment, including forklifts of commercial type up to 50,000 pound capacity over rough terrain, tractor/trailer combinations, forklift mover, and Ammunition Peculiar Equipment. **Ability To:** Write legibly and in an understandable manner; Read and interpret rules, regulations and guidance from various sources; Relay information to subordinates in an understandable manner; Be dexterous and to lift and carry approximately 70 pounds.

**DESIRED QUALIFICATIONS:** Any combination of education, training and experience that meets the knowledge, skills and abilities described. Examples include previous supervisory experience, previous heavy equipment experience, and formal training/education in the handling of ammunitions.

**SPECIAL JOB REQUIREMENTS:** Must be able to obtain and maintain a valid State of Arizona driver's license. Must be able to obtain and maintain a valid DPS Fingerprint Clearance Card. Conventional Ammunition Certification. Arizona Commercial Drivers License with Hazardous Material Endorsement. MHE Qualification Certificates. Must be able to obtain and maintain a "Secret" security clearance. Must be able to pass a pre-placement physical.

**HOW TO APPLY:** Interested candidates must submit a resume at [www.azstatejobs.gov](http://www.azstatejobs.gov). Resumes are to be submitted no later than **08/24/09**. Resumes received after closing date may be considered if necessary. Preference will be given first to DEMA employees & AZ National Guard members, then to State employees from other agencies, & then to all other applicants.

**“DEMA is a smoke-free work environment”.**  
**ADA/EEO/AA Employer**